

CLASSIFICATION SPECIFICATION FOR: ENGINEERING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under direction, to perform a variety of journey-level sub-professional engineering duties both in the office and in the field. Incumbent may direct the work of employees in lower classifications on an intermittent or project basis.

DISTINGUISHING CHARACTERISTICS

The Engineering Technician is distinguished from the entry-level class of Engineering Aide through its more complex assignments and the greater independence with which work is performed. It is distinguished from the higher classification of Senior Engineering Technician in that the latter class performs more advanced and specialized functions such as engineering plans review and checking, and map checking.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Conduct traffic studies and surveys involving such matter as regulatory signs, curb markings, striping and sight-distance problems. Review accident reports; maintain liaison with the Police Department to identify and address traffic circulation and safety issues.
2. Conduct field studies as deemed necessary by the Department or in response to inquiries from the Town Council and the general public. Complete work orders, sketches and reports attendant to such studies.
3. Answer inquiries and attempt to resolve complaints from interested parties at the counter, by telephone and/or in writing.
4. Prepare plans for capital improvement projects in accordance with initial design provided by professional engineers. This entails the performance of basic engineering calculations, the drafting of plans, and the preparation of cost estimates, project specifications in contract documents.
5. Conduct public works inspections.
6. Perform a variety of design/drafting assignments and make engineering computations in connection with the above duties.
7. Perform records and title searches and maintain records, files and equipment.
8. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Completion of the twelfth grade, including or supplemented by course work in advanced mathematics and drafting.
- Four years of increasingly responsible experience in public works engineering.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, procedures and equipment used in engineering, drafting, design, calculations and survey work.
- Applicable regulations, policies and ordinances concerning design and construction.

Ability to:

- Make complex engineering and field survey computations.
- Perform complex drafting work.
- Reduce, interpret and apply field notes.
- Make accurate computations of material quantities, application rates and production measures.
- Prepare accurate and concise reports.
- Communicate effectively in writing and verbally
- Work in inclement weather.
- Maintain effective working relationships with those contacted in the course of work.
- Learn computer-aided design/drafting applications.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Possession of a current valid California Class C driver's license.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Non-exempt

PROPERTY INTEREST:

This classification is represented by the Town Employees Association.

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